



Learning Manager Role

Application Pack & Guidance

*Prepared by Craft Scotland
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Learning Manager Role

Key information

Craft Scotland is seeking a Learning Manager to deliver our Learning and Engagement programme. This is a new role which will develop and expand the current successful programme which includes skills development and mentoring for individuals, sector learning programmes, talks and conferences and national partnership projects.

Job Title: Learning Manager

Salary: £30,766 gross per annum

Contributory Pension: Craft Scotland contribution 7%; employee contribution 1%.

Contract and Hours: Permanent, Full-Time (35 hours per week).

A minimum of three days per week are to be worked at Craft Scotland's office.

Location: Studio 6, Castle Mills, 2 Gilmore Park, Edinburgh EH3 9FN

Reporting to: Director

Holidays: 39 days including public holidays.

Craft Scotland's office closes for three weeks for the Christmas and New Year break (15 days) and for the Easter break (2 days). These are mandated holidays for the team.

Probationary Period: The post is subject to a three-month probationary period.

Key Dates

Opening date: Thursday 10 July 2025

Closing date: 5pm, Friday 22 August 2025

Interview date: 29 or 30 September (date tbc)

About Craft Scotland

Established in 2008, Craft Scotland is the national development agency for contemporary craft.

We support the whole craft sector, operating across the whole of Scotland and representing all craft disciplines.

Our stakeholders are the professionals working in craft (makers, curators, educators, craft initiatives, organisations, craft businesses) alongside public audiences, media, and local and national government and agencies.

Our core work includes presenting craft, creating learning opportunities, public engagement and audience development.

We lead on sector advocacy, emphasising craft's value and highlighting its connections to national strategies in areas such as education, health, enterprise, tourism and exporting. We have a role to play in developing the market for craft and ensuring makers can develop sustainable, resilient careers.

Our Learning and Engagement programme creates opportunities for skills learning, professional development, networking and audience development through our own programme and in collaboration with partners across Scotland.

We have a committed Board who support the team and provide strategic and financial oversight. We work with a voluntary Advisory Group of makers and craft professionals who provide team and Board with guidance and advice to support development of strategy, and we lead the Craft Development Network, members include curators, academics, makers and employees of craft organisations.

We do not operate a venue. Our office is based at Castle Mills in Fountainbridge, Edinburgh.

Craft Scotland is a Creative Scotland Multi-Year Funded Organisation with funding in place until March 2028.

For further information about our work visit [Craft Scotland](#) and learn more about [our programme](#).

Our Vision

To make Scotland a place where craft plays a vital role in our society and is valued as culturally important and essential to our economy.

Our Mission

We have three intersecting mission pillars

- (i) Presenting Craft: we showcase the best of Scottish contemporary craft locally, nationally and internationally to support the sector to increase, diversify and develop the audience for craft
- (ii) Learning and Engagement: we support makers, educators and the craft sector to develop successful and resilient craft careers and ensure equitable access by diverse audiences to the wider benefits of craft
- (iii) Leadership and Advocacy: we advocate for contemporary craft in Scotland, promoting the value of the sector to public audiences and stakeholders who can help us to create strong economy and infrastructure for craft

Our Values

1. Creativity: we believe in the creativity, talent and skill of makers and craft professionals living and working in Scotland.
2. Inclusiveness: we actively engage with current social issues and work to ensure our programme is responsive to and fully representative of society.

3. Integrity: our decision-making processes are open, transparent, and fair, and we continuously seek feedback from the community.
4. Commitment: we will drive change to ensure better economic opportunity for makers and wider craft ecology through creating opportunities, partnership working and advocacy.
5. Collaboration: we work respectfully and collaboratively to achieve our shared community goals and expand our collective learning.
6. Legacy: continuing to work towards creating a more diverse and inclusive sector that supports equitable participation for professionals and audiences.

Role

The Learning Manager will develop and deliver the COMPASS professional development programme which provides skills development, networking and creative development for makers and curators. Maintaining existing partnerships as well as developing new partnerships will be a key aspect of the programme.

The Learning Manager will programme skills development sessions and networking events to support Career-Long Professional Learning (CLPL) for teachers, building on established connections and activity and developing new links to education departments in Scottish Government and local authorities.

The Learning Manager will continue to develop and will deliver existing partnership projects which include our ten-year collaboration with Historic Environment Scotland (HES) [Making History](#); and our partnerships with [Ostrero](#) and [MAKE Learn](#) to ensure maximum benefit and value.

The Learning Manager will progress sector learning projects including Workbench which has been designed to provide training and share skills and knowledge about key areas of focus - EDI and sustainability and climate action.

With the Director, the Learning Manager will develop and co-ordinate a biennial symposium or conference and programme talks across the year.

Support the Director in developing fundraising applications for the Learning and Engagement programme.

A strong commitment to equality, diversity and anti-racism and accessibility must underpin all aspects of the programme.

The Learning Manager will maintain knowledge of the craft and education sectors in Scotland and carry out research into best practice in learning and engagement nationally and internationally.

Developing and maintaining strong relationships with partners and stakeholders will be an important part of the role.

The Learning Manager will work with the whole team to ensure all our activities embed updated best practice in sustainability and climate action.

The Learning Manager is supported by the Director and two part-time programme co-ordinators who work across the full programme as well as the wider marketing and office team.

Key Outputs

- Deliver COMPASS programme. Maker and Curator programmes run in alternate years.
 - (i) [COMPASS: Emerging Maker](#) is designed to help makers build sustainable craft businesses and creative practices. Read our [COMPASS: Emerging Maker Impact Report](#).
 - (ii) [COMPASS: Curator Programme](#) supports early-stage craft curatorial careers
 - (iii) [COMPASS: Online](#) - a comprehensive learning resource which provides free access to a range of regularly commissioned content to support professional development.
- Deliver a multi-year partnership project with Historic Environment Scotland's (HES) Learning and Engagement team.
- Continue to support other key partners – Ostrero and MAKE Learn – and explore new ways to keep adding value to these partnerships.
- With the Director and Marketing and Communications Manager, and in collaboration with Culture for Climate Scotland, develop and deliver events for the [Green Craft Initiative](#) (1-2 per year).
- Develop and expand Craft Scotland's CLPL programme for teachers.
- Develop and deliver the Workbench programme for the sector to build skills and knowledge across key themes of EDI and sustainability and climate action.
- Ensure all activities are evaluated in line with Craft Scotland's impact measurement processes e.g. surveys, conversations, commissioned research.
- Work with the Director to develop funding applications for the programme to trusts and foundations.
- Manage project budgets and financial reporting, internally and to funders and partners.
- Work collectively to support the wider team and create a positive working environment.
- Attend sector meetings including Children's and Youth Arts Advocacy group (CYAA).
- Organise networking events.

Experience and Skills

Essential

- At least three years' proven experience of designing and delivering learning and engagement programmes and projects that have achieved impact for participants and stakeholders.
- Knowledge of the curriculum and other frameworks within the Scottish education sector.
- Knowledge of the Scottish contemporary craft sector.

- Knowledge of health and safety and risk management in planning and delivering projects.
- Experience of working collectively as part of a team.
- Experience in partnership working across the craft and education sectors.
- Experience in co-ordinating stakeholder consultations for evaluation.
- Experience in developing and delivering co-created projects.
- Commitment to equality, diversity and inclusiveness - understanding different lived experiences as they impact on participants and audiences.
- Ability to build strong and effective relationships with a staff team.
- PVG and First Aid certification. (Craft Scotland will cover the cost of any training or certification if required).

Desirable

- Craft and making skills and knowledge.
- Knowledge of local authority and government funding frameworks as they relate to education and how to navigate education agencies or committees.
- Experience in managing project evaluation and impact measurement.
- Managing project and programme budgets and providing timely and accurate financial reporting.

Person Specification

The Learning Manager should demonstrate awareness of and sensitivity towards the varied and changing needs of those involved in our programme.

Be enthusiastic in connecting with and listening to makers, craft and education professionals and participants of all ages, and in representing Scottish contemporary craft to different audiences.

Be committed to developing positive and professional communications internally and outside of the organisation.

Build trust through demonstrating sound knowledge, experience and judgement.

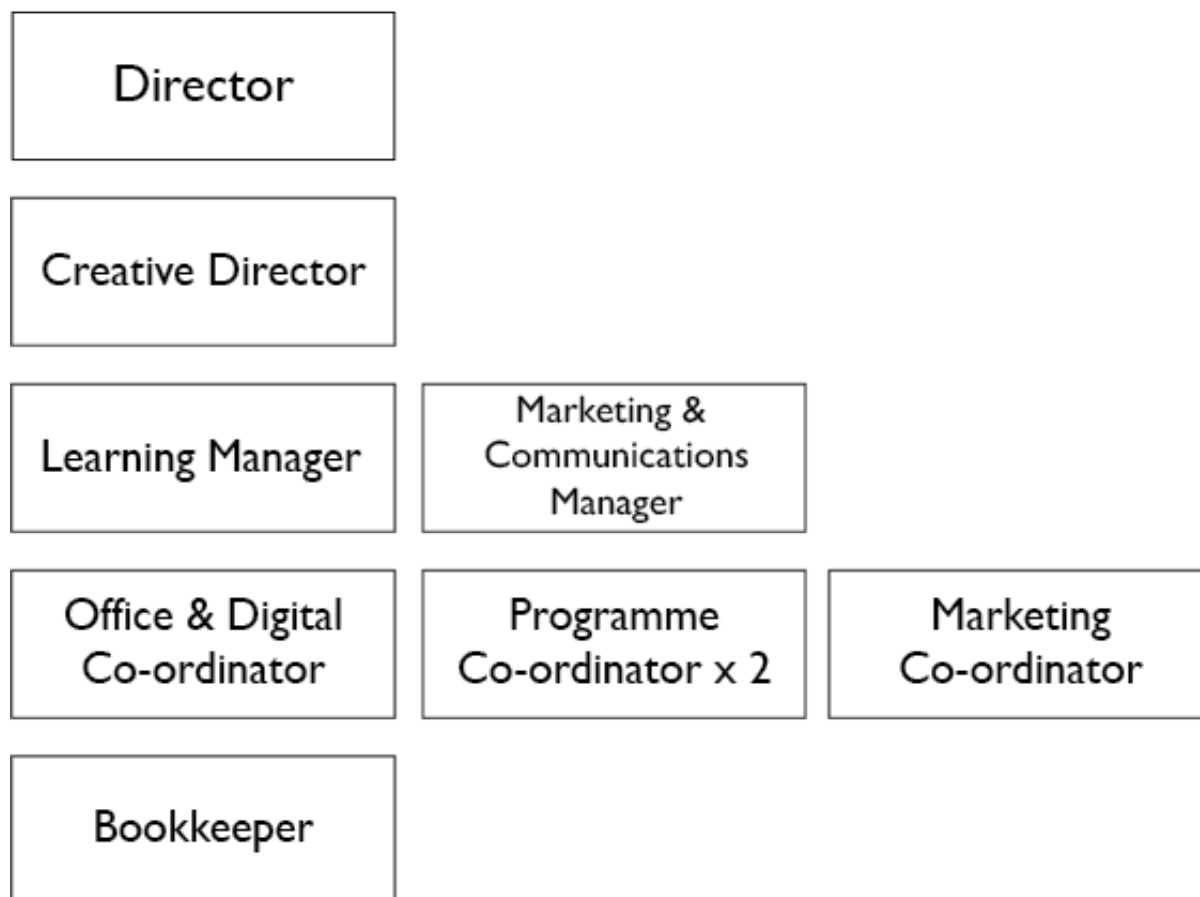
Have good time management skills.

Proven ability to work independently and as part of a team.

Willingness to travel nationally and to attend out of hours events (Craft Scotland and sector events).

Be open to collaboration and partnership working, with partners large or small.

Organisation Structure



Organisational Support:

Craft Scotland cares about building a great workplace for our team. We are committed to Fair Work which is reflected in our policies and procedures. We cultivate a collaborative working environment in order to support the development and delivery of a high-quality programme for our stakeholders.

We support our team's training and professional development to ensure we can provide excellent support to our sector and to allow team members to progress and develop within their career. With guidance from your Line Manager, you will create an annual Personal Development Plan identifying areas for development including in-house learning opportunities, studio visits, coaching, training and reading. Additionally, you can take 4 Research Days across the year to focus on an area of interest and then share this learning with the team.

We support team members' wellbeing. We offer 39 days holiday each year and wherever possible, to accommodate team members' needs across the working week e.g. for childcare or other caring responsibilities, flexible hours can be negotiated. We offer wellbeing vouchers to the value of £50 each year.

Hybrid or home working is supported for a proportion of the working week. We do not pay overtime, but Time Off in Lieu (TOIL) can be claimed.

The Board keeps in touch with the team, meeting over the year for training, strategic planning and informal networking.

We offer a contributory pension scheme (Employer 7%, employee 1%).

Equal Opportunities & Access

Craft is culturally significant, essential to our economy and meaningful to our communities. Craft Scotland believes that everyone should have the opportunity to see, enjoy, learn about and participate in craft.

We are committed to equality and opposed to all forms of unfair discrimination and to building a diverse and inclusive workplace where everyone feels valued, respected, and is empowered to thrive. We welcome applications from candidates from all backgrounds and believe that a wide range of perspectives leads to better ideas, stronger teams and creates positive environments for learning and development across all our work.

We are dedicated to making our recruitment process as inclusive and accessible as possible.

We particularly welcome applications from those who are under-represented in the craft sector; including those who may be:

- Black, Asian, Mixed Heritage and/or a Person of Colour
- Have experience of displacement, such as refugees and asylum seekers
- Come from a disadvantaged socio-economic background
- Identify as d/Deaf or living with a disability
- Identify as neurodivergent
- Identify as LGBTQIA+
- Have grown up in the care system
- Are currently a carer. *A carer is defined as a person who provides unpaid care and support to a family member, friend or neighbour who is disabled, has an illness or long-term condition, or who needs extra help as they grow older*
- Are Gaelic or Scots speakers, or do not speak English as a primary language
- Live in geographic locations which may inhibit opportunities for engagement.

Craft Scotland is an Equal Opportunities Employer and our office at Castle Mills is accessible.

Craft Scotland [Equalities, Diversity & Inclusion policy](#) outlines our commitments in more detail.

Support with your application

Please do get in touch if you are interested in this vacancy but feel there are barriers limiting your ability to apply and/or participate in the interview process. Examples include, but are not limited to:

- Accessibility
- Travel
- Slow internet

The application form is available in simplified and large print word format.

We are happy to help if you have any questions, or if you require any assistance to complete your application or to attend an interview. You can get in touch directly with Irene Kernan, Director at irene@craftscotland.org to talk through any support you need. Please get in touch by 13 August to discuss support or help with your application.

How to apply

Applicants should apply through the Craft Scotland [online application form](#).

The form includes space to upload the following:

- Cover letter outlining how your skills and experience match the role (max 2 x A4 pages)
- Current CV (max 2 x A4 pages)

We request that you include contact details for two relevant referees (Name, Organisation, Job Title, Email and Contact Phone Number) and briefly describe in what capacity they know you.

We also ask you to complete our [Equal Opportunities Monitoring Survey](#). This survey is voluntary and can be completed anonymously. It does not form part of your application and will not be used in any part of the selection process but it is useful for our reporting to funders and understanding our audience.

Interviews

Interviews will take place 29 or 30 September 2025 in person at Craft Scotland's office (date to be confirmed).

The interview panel will include a member of Craft Scotland's Board, Craft Scotland's Director and an external representative.

Craft Scotland will reimburse reasonable travel/care costs for in-person interviews.

Craft Scotland is a registered charity supported by Creative Scotland. Craft Scotland is a member of Culture & Business Scotland, we have taken the Scottish Business Pledge, and we are a Digital Participation Signatory and a Living Wage Employer.

About

Supporting Makers, Promoting Craft

Craft Scotland is the national development agency for craft.

We put makers at the heart of all we do, championing diverse and high-quality contemporary craft.

We help people learn about, appreciate and buy craft, promoting the contribution of craft to Scotland's cultural, economic and social well-being.

Through our exhibitions and events programmes, digital platforms and strategic partnerships, we provide leadership for the sector.

We create opportunities for makers to develop their creative and business practice, and to exhibit and sell work in Scotland and beyond.

We are a registered charity supported by Creative Scotland.

Contact

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